



# John Rankin Schools

Full Governing Body Meeting  
Monday 14<sup>th</sup> December 2015, 6.30pm  
John Rankin Schools



## Minutes

<b>Governors Present:</b>	Karen Babbage [KB] Rachel Evans [RE] Adrian Garcia-Sierra – part [AGS] Katie Makant [KM] Conrad North (Executive Headteacher) [CN] Alasdair Pearson (Chair of Governors) [AP] Tessa Roots [TR]	<b>Apologies:</b>	Simon Butler [SB] Caroline Hearn (Vice Chair) [CH]
		<b>Absent:</b>	Chantal Heneghan [CHen]
		<b>In Attendance:</b>	Teresa Crocker (Clerk) [TC]

JRI = John Rankin Infant & Nursery School  
JRJ = John Rankin Junior School

EHT = Executive Headteacher  
HoS = Head of School

<b><u>FGB MEETING:</u></b>	<b>Action</b>
<b>1. <u>WELCOME AND APOLOGIES FOR ABSENCE</u></b>	
The Chair opened the meeting and welcomed all present. Apologies were received and accepted for Simon Butler and Caroline Hearn. Chantal Heneghan was absent. The meeting was quorate.	
<b>2. <u>MATTERS TO BE RAISED UNDER ANY OTHER BUSINESS</u></b>	
The following items were raised to be discussed under Any Other Business: <ul style="list-style-type: none"> <li>➤ House Fund Signatories</li> <li>➤ IT Survey/Audit by Simon Butler</li> </ul>	
<b>3. <u>DECLARATION OF INTEREST</u></b>	
The Chair declared his interest as a Governor at Bradfield Church of England (VA) School, and as a Trustee of BMTA Education and Welfare Trust.	
<b>4. <u>MINUTES OF LAST MEETING (22<sup>ND</sup> SEPTEMBER 2015) AND MATTERS ARISING</u></b>	
<p><b><u>22<sup>nd</sup> September 2015</u></b> The draft minutes of the meeting on 22<sup>nd</sup> September 2015 were agreed to be a true record, and duly signed by the Chair. Proposed by KM, seconded by RE.</p> <p><b><u>12<sup>th</sup> November 2015</u></b> Governors were reminded that the purpose of the minutes was to show an accurate record of votes,</p>	

decisions and actions agreed. Beyond that, presentation and wording are less important. Copies of part I (non-confidential) minutes, once approved, are available to stakeholders upon request and displayed on the school website. The draft minutes will be produced by the Clerk, with the Chair and EHT reviewing the minutes prior to circulation to all governors, within ten days of the meeting. After this, any factual inaccuracies can be communicated and circulated prior to the next FGB meeting, thus expecting approval of the minutes at the following meeting.

One governor raised that some items referred to in the minutes were not included on this meeting's agenda, and whilst there are good reasons for their deferment, reasons should be shared with all governors. The Clerk proposed noting in the minutes (as a post-meeting note) the items deferred, reasons and revised timings. The Clerk also requested that realistic deadlines are agreed at the same time as the actions so they may be recorded in the minutes.

Although Chantal Heneghan was assigned joint maths link governor at the previous meeting, following subsequent communication with the Clerk, safeguarding was her preference.

Governors sought clarification as to when they could expect to see a summary of Teacher performance. The EHT apologised for this omission, and confirmed that governors would receive a copy for discussion at the February FGB meeting.

**ACTION: EHT to provide governors with an anonymous summary of Teacher Performance Reviews by 2<sup>nd</sup> February 2016. (A template had been provided by West Berkshire for this purpose).**

**ACTION: Clerk to add 'discussion regarding summary of Teacher Performance' to February FGB agenda.**

EHT  
Clerk

Governors also noted that the review and approval of an Anti-bullying policy had been deferred to February. The draft presented included incorrect links, and information on prevent and cyber bullying, omitted. The Safeguarding Governor has offered to work with the HoS, which they have accepted, but requested this takes place in January 2016 due to other priorities.

**ACTION: Clerk to add 'Approve Anti-bullying Policy' to February FGB agenda.**

Clerk

Governors were also made aware that the Chair and Vice Chair of Governors would be meeting with the HoSs in the New Year to agree a more succinct way of providing policies to governors for approval. **The draft minutes of the meeting on 12<sup>th</sup> November 2015 were agreed to be a true record, and duly signed by the Chair.** Proposed by TR, seconded by RE.

## 5. UPDATE ON ACTIONS

These were as follows:

November minutes:

- **September FGB minutes:** See section 4.
- **Staff Contacts for Link Governors:** A copy of these had been circulated to governors.
- **Year 6 Awards:** The EHT had provided the Clerk with a list of current awards presented annually. Governors had separately considered that the Governors' Cup be issued as a leadership award.
- **Datasheet from LA** (see November FGB minutes): **ACTION: EHT to share copy with KB and discuss by next meeting.**
- **Action list:** This had been updated and circulated via email.
- **RAISE online access:** The log-in details had been re-sent to all governors by the Clerk.
- **Data reports with July outcomes:** These had been updated and circulated to governors via email.
- **Strategic School Development Plan:** The EHT, KB and KM met to discuss. See section 7.
- **PPG Expenditure Impact Reports 14/15 and Forecast Expenditure Reports 15/16:** See section 7.
- **Appraisal, Teachers' Pay, Safeguarding, Whistleblowing and Nursery Admissions policies:** These

EHT

had been dated, circulated and filed by the Clerk.

- **Universal Level 1 Safeguarding Training:** KM attended the in-house training on 17<sup>th</sup> December 2015.
- **Governor Visits policy:** The production of a revised policy was deferred to February FGB meeting. **ACTION: EHT, Clerk and KM to draft new Governor Visits' policy for governors' approval.**
- **Anti-bullying policy and supporting documents:** See section 4.
- **Committee structure proposals:** Information regarding the pros and cons of a committee structure were circulated by the Clerk. In addition, governors had fed-back their comments on the proposed structure to the Chair and Clerk prior to this meeting, along with their offers to chair the committees.
- **GB objectives:** Revised wording had been recommended to ensure each of the GB objectives are SMART (specific, measurable, achievable, realistic, time based). See section 8.
- **LA Finance training for governors:** Training Governor had been in communication with the LA regarding bespoke and priority finance training. It was thought this was unlikely to be achievable.
- **Federated budgets:** Governors approval of the move to a federated budget with effect from April 2016 was passed to the LA.
- **Financial reporting:** Receipt of School and House Fund accounts, update on progress of actions from last financial audit, inventories, financial skills' audit and decision on cashless payments. See section 10. In addition, remaining items will be followed up by Resources committee. **ACTION: Items to be followed up by Resources Committee.**
- **Register of Authorising Officers:** An updated version was signed by the Chair and EHT at this meeting.
- **Safeguarding at 'Friends of School' events:** In the absence of the Vice Chair, it was unknown whether safeguarding arrangements had been shared with the Chairs of the Friends of the School. **ACTION: Clerk to check with Vice Chair and update governors via email by next meeting.**
- **Financial Management policy:** This was currently with the Chair of Governors for review, deadline February FGB meeting. **ACTION: AP to review FM policy for February FGB meeting.**
- **Potential governor with finance background:** This individual was successfully appointed as JRJ Parent Governor.
- **Recruitment support from LA:** The Chair was discussing with the LA possible recruitment to fill remaining governing body (GB) vacancies.
- **Mailing:** A meeting was scheduled in January 2016 for KM and the Clerk to prepare and undertake a mailing to local companies in an attempt to seek individuals to fill remaining GB vacancies.
- **'The Role of Governor' document:** The deadline for updating this document has been deferred pending any outcomes from other recruitment initiatives.
- **House/School Fund:** See section 10.
- **Gift for outgoing Chair of Governors:** The Clerk had arranged this, with a presentation due to be made on 18<sup>th</sup> December 2015.
- **LA Review meeting notes, July 2015:** Governors proposed this action no longer be followed up due to the length of time passed.
- **SEN report:** See section 11.
- **Clerk's Performance Review:** See section 8.

September minutes (not included in or superseded by above points):

- **Receipt of FADE reports:** This was added to the year planner for the beginning of each large term.
- **Success criteria for key performance indicators:** These had been included in the EHT's November report.
- **Charging and Remissions and Financial Management policies:** These had been dated, circulated and filed by the Clerk.
- **Review of Sickness Absence and Leave of Absence for Staff policies:** See section 7.
- **Staff absence data for summer term 2015:** See section 7.
- **Staff Code of Conduct:** Amendments had been made and a reference to the Code of Conduct referred to in the Staff Handbook.

EHT/Clerk/  
KM

AGS/Clerk

Clerk

AP

<ul style="list-style-type: none"> <li>▪ <b>Parent Governor Election:</b> This was successful (see November FGB minutes).</li> <li>▪ <b>Business Interest Summary:</b> A summary was produced and published on the school website.</li> <li>▪ <b>Pay Committee Terms of Reference:</b> See November FGB minutes.</li> <li>▪ <b>Supporting Pupils with Medical Needs in School and Sunshine Club policies:</b> These had been dated, circulated and filed by the Clerk.</li> <li>▪ <b>Self-evaluation:</b> Actions from SSR (School Supported Review) and Annual Report to be included in to the self-evaluation document have been combined into one document by the Clerk, for ease of tracking actions.</li> </ul> <p>The separate GB action list also in circulation was updated (copy attachment 11). The few remaining actions are now included in these minutes as follows:</p> <p><b>Teaching and Learning (T&amp;L) policy:</b> To be prepared by HoSs for review and approval by governors at February FGB meeting. This is currently being reviewed in light of the new framework; as such more time required to develop with SLT. Governors proposed this be followed up by the T&amp;L Committee in summer 2016. The policy will include assessment. <b>ACTION: T&amp;L Committee to follow up in the spring term.</b></p> <p><b>Lettings policy and charges:</b> This will reviewed by the SBM and Site Controller and followed up by the Premises committee. <b>ACTION: Premises committee to follow up updates to Lettings policy and charges during spring term.</b></p> <p><b>Asset Management Plans (AMPs):</b> These will be updated to ensure they link to SDP, and followed by Premises committee. <b>ACTION: Premises committee to follow up production of AMPs during spring term.</b></p> <p><b>Ledger codes in SDP:</b> This is to be followed up by Chair of Governors to ensure there is a clear link to budget and ledger codes from the SDP. This is an outstanding audit action. <b>ACTION: AP to ensure there is a link to budget and ledger codes from the SDP during spring term.</b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>AP</p>
<p><b>6. INTERACTIVE SESSION: RECRUITMENT OF TEACHERS</b></p>	
<p>As previously reported, the recruitment of teachers remains to be an issue. The EHT and Katie Makant facilitated a session on ‘How do we become the school of choice for the best quality teachers’. (Outcomes, attachment 10). The Vice Chair, unable to attend the meeting, had submitted comments, which have been included.</p> <p>It was agreed that next steps would be to develop this with a working party of: AGS, KM, EHT and HoSs in March 2016. <b>ACTION: EHT and KM to arrange next steps, with an update in spring term.</b></p>	<p>EHT/KM</p>
<p><b>7. EHT REPORT</b></p>	
<p>i. <u>Staff Matters</u></p> <p>One governor expressed concern over claims that staff absence is an improving picture. Concerns had been raised over how absence is recorded, concluding that the procedure is not being followed as per the policy in all cases. The policy was introduced following discrepancies in the treatment of staff; some staff paid, some not paid. It was acknowledged that care should be taken not to overburden staff, however, the process remains unfair and inconsistent. It was considered that accountability had to be highlighted. <b>ACTION: EHT to follow up with SBM (School Business Manager) as a priority.</b></p> <p>ii. <u>Leave of Absence</u></p> <p>Following discussion, as a gesture of good will, governors agreed the award of up to two days paid time off for dependents per academic year, however, this will be withdrawn should forms not be completed within six months. Governors stressed it is the absent individual’s responsibility to</p>	<p>EHT/SBM</p>

<p>ensure the form has been completed (not their line manager).  <b>ACTION: EHT and KB to follow up and review both policies by February 2016.</b></p> <p>iii. <u>Staff Survey</u>  Governors had received a draft produced by the EHT, and were asked whether it asks the right questions for the answers being sought. Following further questions and discussions, it was clear that the purpose of survey is to gauge staff satisfaction and retention. Data needs to be compared year on year. <b>ACTION: AGS and EHT will discuss the survey, with a view to the survey being completed by Easter 2016.</b></p> <p>iv. <u>School Development Plan (SDP)</u>  EHT, KB and KM met, as a result a strategic overview has been produced. Successful criteria is currently being looked at. A full version of the SDP will be available to governors for the February FGB meeting. Following a request from the EHT, governors gave broad agreement to work to the framework as set-out in the document provided.  <b>ACTION: Clerk to add 'SDP' to February FGB agenda.</b></p> <p>v. <u>Wrap-around Childcare</u>  Recorded in part II.</p> <p>vi. <u>Pupil Premium Grant (PPG)</u>  Governors accepted the following reports, for publication on the schools' website as required: <ul style="list-style-type: none"> <li>- JRI PPG Expenditure Impact Report 2014/15</li> <li>- JRJ PPG Expenditure Impact Report 2014/15</li> <li>- JRI PPG Forecast Expenditure Report 2015/16</li> <li>- JRJ PPG Forecast Expenditure Report 2015/16</li> </ul> The PPG Link Governor Pair reported that they had recently met the PPG lead at JRJ, with a meeting scheduled with the JRI lead next term. It was hoped they would report back to governors in due course. How and when this will be done will be included in the work to revise the Governor Visits' policy.</p> <p>vii. <u>2014/15 Data Summary for KS1 and KS2</u>  Thanks were given to Karen Babbage for preparing the RAISE data for governors via email. Governors requested that the EHT need not produce further reports on RAISE as governors can access RAISE reports on line in addition to the report provided by KB.</p> <p>viii. <u>Notifications (exclusions, high end behaviour, safety matters, complaints and outcomes, incidents of bullying or racism)</u>  Information provided for statutory compliance.</p>	<p>EHT/KB</p> <p>AGS/EHT</p> <p>Clerk</p>
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## 8. GOVERNING BODY MATTERS

The Chair reminded governors of the Clerk's function to advise on constitutional and procedural matters and recommend good practice.

### i. GB Structure

**Governors approved the move to a committee structure as follows**, proposed by RE, seconded by KM:

- Premises Committee (covering site, buildings and H&S)
- Resources Committee (covering finance, resources and pay)
- Teaching and Learning Committee (covering data, achievement of pupils and curriculum)

**Governors agreed that the Chairs of Committees will be elected by committees (rather than by FGB). Proposed by RE, seconded by TR.** Therefore Committee Chairs will be elected at the first

meeting of each committee.

Following discussion, **Governors agreed NOT to allow remote attendance at GB meetings.**

ii. Committee Terms of Reference (ToR)

The Clerk was thanked for providing draft Terms of Reference for consideration ahead of the approval to move to a committee structure. Some feedback had been received prior to the meeting, which had been considered by the Chair and Clerk and partly incorporated into an updated version.

**Governors approved the three ToRs presented, with the minor amendments as agreed by the Chair and Clerk prior to the meeting.** ToRs will now be considered at the first meeting of each committee to establish any further changes required, before coming back to March FGB for further approval.

**ACTION: Committees to review ToRs and propose any further changes by March FGB.**

Clerk

iii. GB Meeting Dates for 2016

Concern was raised regarding the number of meetings. Following discussion, **governors approved the list of meeting dates**, and it was agreed that governors would do their best to adhere to the schedule of meetings, with a review in July 2016.

**ACTION: Review of GB meeting frequency in July 2016.**

Clerk

iv. Committee Membership

**Governors approved the committee membership** as follows, proposed by RE, seconded by CN:

**Resources Committee:**

Governors

Karen Babbage  
Adrian Garcia-Sierra  
Katie Makant  
Conrad North  
Alasdair Pearson  
Tessa Roots

Plus

School Business Manager

Clerking

Clerk to Governors

**Premises Committee:**

Governors

Adrian Garcia-Sierra  
Rachel Evans  
Caroline Hearn  
Chantal Heneghan  
Conrad North

Plus

School Business Manager

Clerking

Clerk to Governors

**Teaching & Learning Committee:**

Governors

Karen Babbage  
Simon Butler  
Katie Makant  
Conrad North  
Tessa Roots

Plus

Heads of School

Clerking

Clerk to Governors

**EHT Performance Review Panel:**

Alasdair Pearson  
Caroline Hearn

[School Improvement Advisor](#)

v. Link Governor/Monitoring Pairs

**Governors approved the revised version presented**, which noted the following changes since the previously approved version:

- Chantal Heneghan will replace Alasdair Pearson as Joint Link Governor with Caroline Hearn.
- Chantal Heneghan will join Katie Makant as Joint Link Governor for English.
- Adrian Garcia-Sierra will be Link Governor for Maths.

In addition, with the introduction of committees, the monitoring of data will be undertaken by the T&L committee, rather than an individual governor.

vi. Standing Order

**Governors approved the Standing Order presented.** Proposed by RE, seconded by KM.

vii. GB Objectives

**Governors approved the GB objectives presented.** Proposed by TR, seconded by KM.

viii. Governor Training Plan

**Governors approved the GB training plan.** Proposed by AGS, seconded by RE.

ix. Governor Vacancies

The Clerk has updated the vacancy information on SGOSS (School Governors' One Stop Shop), as detailed in her briefing paper.

x. Clerk's Performance Review

This has been completed, and the paperwork is with the Chair of Governors to sign.

## 9. PREMISES

### H&S/Security link governor report (including fire drills, recent site walks, H&S training and first aid incidents input to Webrisk)

With reference to the report presented:

- The EHT confirmed that fire drills had been conducted this term. Dates of fire drills will be reported to Premises committee.
- It is anticipated that the Site Controller will be able to complete the high priority actions by the end of term, with the exception of the refurbishment of the toilets as there are further cost implications.
- The work to the foundation playground is expected in 2016. In response to governors' questions, the repair to the fencing does not cause any security issues.
- The H&S Governor is scheduled to meet with the Site Controller to review the H&S checklist. Outcomes will be presented to Premises committee.

**ACTION: Premises committee to follow up these actions during spring term.**

Clerk

## 10. FINANCE/SFVS

i. Current Financial Position

An update on the current financial position, remained unavailable. Period 9 reports will be presented to the Resources Committee on 27<sup>th</sup> January 2016.

ii. School and House Fund accounts

The EHT advised that following guidance sought from the LA, he proposed the assurance report be accepted by governors, following which West Berks are able to audit School and House Fund accounts at a cost of £200. Governors accepted the Assurance Report from James Cowper confirming they had examined School and House Fund Accounts 2012/13 and 2013/14.

iii. Actions from Financial Audit, January 2014

A copy of the audit had been passed to the Chair of Governors for action. This will be followed up by the Resources committee meeting at their meeting on 27<sup>th</sup> January 2016.

iv. Inventories

Following discussion, governor Karen Babbage offered to check that a process is in place to record items on the asset registers, by the end of January 2016.

<p><b>ACTION: These actions to be following up by Resources committee in the spring term.</b></p>	<p>Clerk</p>
<p><b>11. LINK ROLES</b></p>	
<p>i. <u>SEN/Safeguarding</u> In the absence of the Safeguarding Governor, no verbal update was given at this meeting.</p> <p>ii. <u>Annual Safeguarding Audits</u> The Safeguarding Governor had provided information in advance of the meeting in relation to the Safeguarding Audits. Thanks were given to Marion Withers, the EHT’s PA for collating all the information and submitting the reports on time.</p> <p>Unfortunately however, the Safeguarding Governor had not seen the audits prior to submission to the LA. As a result a number of inaccuracies were presented in the report which related to the e-safety and anti-bullying policies being in place since 2014.</p> <p>In addition, the Safeguarding Governor questioned why, in the JRI audit reasonable force being understood by all staff is only partially achieved, considering that all staff should understand it. The EHT advised that those members of staff who have to use reasonable force have been trained already, so the spring date for training is for the rest of the staff.</p> <p>As an aside, it was noted that the LA are currently working on a newer governor visit form, however, the Chair had a template he used which he offered to forward to the Clerk for use.</p>	
<p><b>12. POLICY REVIEW</b></p>	
<p>i. <u>Behaviour</u> Deferred to February 2016 FGB meeting. <b>ACTION: EHT to provide a JRS Behaviour policy for approval at next FGB meeting.</b></p> <p>ii. <u>Internet Safety</u> Deferred to February 2016 FGB meeting. <b>ACTION: EHT to provide a JRS Internet Safety policy for approval at next FGB meeting.</b></p>	<p>EHT</p> <p>EHT</p>
<p><b>13. ANY OTHER BUSINESS</b></p>	
<p><u>School/House Fund Signatories</u> This was omitted.</p> <p><u>IT</u> The Chair advised that IT Link Governor had recently undertaken an initial survey of the ICT in relation to infrastructure and teaching and learning. A completed governor visit form, together with an update for governors is due in due course. <b>ACTION: Simon Butler to provide a completed governor visit form together with an update for governors following IT audit by February FGB meeting.</b></p>	<p>SB</p>
<p><b>14. DATE OF NEXT MEETING</b></p>	
<p>The next FGB meeting is scheduled for Tuesday 9<sup>th</sup> February 2016, 6.30pm.</p>	



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Attendees were thanked for their attendance and contribution. The meeting closed at 8.50pm.

As a final point, governors were asked to email their updates from actions to the Clerk 10 days ahead of the next FGB meeting so that an updated version can be circulated to governors, thus saving time at the meeting.

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*Although on the GB's year planner, the following items are deferred:*

- *Present financial skills audit summary and produce action plan: This has not been completed yet.*

**FULL GOVERNING BODY MEETING: 14<sup>TH</sup> DECEMBER 2015 - Documents presented to Governors**

**On time** = 7 days in advance of the meeting      **Late** = Less than 7 days in advance of the meeting

Document No.	Agenda No.	Attach No.	Document	Presented	Action
1			Agenda	On time	
2	4	1i	Draft minutes of meeting, 22 <sup>nd</sup> September 2015 Part I	On time	Approved
3		1ii	Draft minutes of meeting, 12 <sup>th</sup> November 2015 Part I	On time	Approved
4	5	1iii	Summary of Actions (as at 12 <sup>th</sup> November 2015)	On time	Updated
5	6	2	FGB Interactive Session Guidance	On time	Received
6	7	3ia	JRI Absence analysis summer term 2015	On time	Discussed
7		3ib	JRJ Absence analysis summer term 2015	On time	Discussed
8		3ic	Staff absence report summary	On time	Discussed
9		3ii	Briefing paper – implementation of absence policies	On time	Discussed
10		3iii	Staff survey proposed template, autumn 2015	On time	Discussed
11		3iva	JRI PPG Expenditure Impact Report 2014/15	On time	Accepted
12		3ivb	JRI PPG Forecast 2015/16	On time	Accepted
13		3ivc	JRI PPG Expenditure Impact Report 2014/15	On time	Accepted
14		3ivd	JRI PPG Forecast 2015/16	On time	Accepted
15		3va	JRI RAISEonline summary for Governors	On time	Received
16		3vb	JRJ RAISEonline summary for Governors	On time	Received
17		3vi	Notification information for Governors	On time	Received
18	8	4i	Clerk's briefing paper	On time	Received
19		4iia	Terms of Reference Resources, draft version 1	On time	Amended, approved
20		4iib	Terms of Reference Premises, draft version 1	On time	Amended, approved
21		4iic	Terms of Reference Teaching and Learning, draft v1	On time	Amended, approved
22		4iii	FGB meeting dates 2016, version 1	On time	Approved
23		4iv	Committee Membership December 2015	On time	Approved
24		4v	Link Governors and Monitoring Pairs 2015/16	On time	Approved
25		4vi	JR Standing Orders, draft 2015	On time	Approved
26		4vii	GB objectives 2015/16 draft version 5	Late	Approved
27		4viii	GB Training Plan 2015/16 draft version 1	On time	Approved
28	9	5	Site Walk notes, December 2015	On time	Received
29	10	6	School and House Fund Accounts	Not available	
30	11	7i	JRI Safeguarding Audit 2015	Late	Received, discussed
31		7ii	JRJ Safeguarding Audit 2015	Late	Received, discussed
32	12	8ia-c	Behaviour policy and appendices	On time	Withdrawn prior to meeting.
33		8iia-e	E-safety policy and appendices	On time	Deferred
34		9	Wraparound care provision - CONFIDENTIAL	On time	Discussed
Post Meeting:					
35		10	FGB contribution to interactive session.		
36			Summary of Actions (updated from 14 <sup>th</sup> Dec. 2015)		